



Employment Application

Please fill out (electronically preferably) then email back to sender or personnel@rjmurray.com
or fax to 518-690-4990 or mail to: 7 Northway Lane, Latham, NY 12110, Attn: HR

Name: _____
Last First Middle

Address: _____
Street City State Zip

Home Phone: _____ **Cell Number:** _____
Email Address: _____ **Social Security #** _____

Position Applying For: _____

Employment History

(Current or Most recent Employer)

Company: _____ Position: _____
Address _____ Phone: _____
Dates (mm/yy - mm/yy): _____
Job Duties: _____
Supervisor's Name: _____
Reason for Leaving: _____

(Previous Employers)

Company: _____ Position: _____
Address _____ Phone: _____
Dates (mm/yy - mm/yy): _____
Job Duties: _____
Supervisor's Name: _____
Reason for Leaving: _____

Company: _____ Position: _____
Address _____ Phone: _____
Dates (mm/yy - mm/yy): _____
Job Duties: _____
Supervisor's Name: _____
Reason for Leaving: _____

Educational Background

High School: _____ Graduated (Yes or No): _____
College/Post Graduate: _____ Graduated (Yes or No): _____
Major or Course: _____ Licenses: _____
Degree _____ Other: _____

R. J. Murray Company, Inc.

Employment Application

Please answer the following questions:

What date are you available to start? _____

What is your desired starting annual salary? _____

Does our position meet your career objectives? _____

Where do you see yourself in 5 years? _____

What interested you most about our job posting? _____

What is your best skill you would bring RJ Murray? _____

Have you ever been disciplined or discharged from previous employment? If yes, please explain below.

May we contact your current employer? (Yes or No) _____

Are you able to work overtime hours? (Yes or No) _____

Are you able / willing to travel overnight? (Yes or No) _____

Can you work hours other then 8:00am to 5:00pm? (Yes or No) _____

Transportation to get you to and from work? (Yes or No) _____

Only IF the position you are applying for requires driving: Do you currently have a valid driver license that allows you to operate a motor vehicle in New York State? (Yes or No) _____

Please describe below your computer knowledge, programs, experience etc.

Which do you consider to be more important to a customer? Courtesy, Prompt service, or Quality Product (please answer below)

Please read the following information carefully:

In compliance with Federal and State equal employment opportunity laws, all qualified candidates will be considered for employment without regard to their race, creed, color, national origin, ancestry, sex, age, marital status, or the presence of non-job related medical conditions or disabilities.

In the event that I am employed the Company, I agree to comply with all it's rules, regulations and directives. I understand that my employment is for no stated term and is subject to termination at the will of the Company.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would affect this application unfavorably. I understand that falsification; misrepresentation or omission of facts called for in this application may result in denial of employment or immediate dismissal. I hereby acknowledge that I have read, understand and consent to the above statements.

Applicant Signature - filling in your name represents signature

Date